

100 Series Workplan

Milestone	Week of 4-21	Week of 4-28	Week of 5-12	Week of 5-19	Week of 5-26	Week of 6-2	Week of 6-9	Week of 6-16	Week of 6-23	Week of 6-30	Week of 7-7	Week of 7-14	Week of 7-21	Week of 7-28	Week of 8-4	Week of 8-11	Week of 8-18	Week of 8-25	Month of 9- 2003
<b>100 Series Content Recommendations and Strategy</b>																			
<b>4/30/03</b>																			
Draft course recommendations	4/20/03																		
Discuss recommendations with team	4/22/03																		
Draft overall context explanation for Series		4/28/03																	
Discuss progress with Anne -- review approach		4/29/03																	
Submit draft curriculum to advisors for review		5/2/03																	
Collect input from advisors on draft curriculum			5/14/03																
(Discuss any updates with Anne, if necessary)																			
Review with Kay &b Jeff Baker																			
<b>100 Series Deployment Plan</b>																			
<b>6/30/03</b>																			
Draft communications plan (including schools)																			
Identify methodology and success factors																			
Outline packaging/delivery options																			
Document deployment approach																			
Document related initiatives and their impact on																			
Conduct budget meeting																			
Meet with Beth regarding web page options																			
Produce paper-based web page prototype																			
Conference call with team																			
Review with Anne																			
<b>100 Series Draft Curriculum</b>																			
<b>8/15/03</b>																			
Develop course listing with learning objectives																			
Define packaging/delivery strategy																			
Implement communications plan																			
Conference call with team																			
Review with Anne																			
<b>100 Series Course Design and Development Plan</b>																			
<b>9/30/03</b>																			
Produce final 100 Series curriculum																			
Create training plan for future design/develop.																			
Draft recommended timeline for development																			
Create conceptual description for future series																			
Conference call with team																			
Review with Anne																			